

**FORM OSD 25**  
**DECLARATION OF SURPLUS STATE PERSONAL PROPERTY**

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Operational Service Division  
State Surplus Property Office  
One Ashburton Place, Room 1017  
Boston, MA 02108

Date March 3, 2010		Mailing Address:	State Laboratory Institute
Dept. Code: DPH	Org Number: 5100		305 South Street
Agency Name: State Laboratory Institute			Jamaica Plain, MA 02130-2597
Contact Person: Paul Walsh		Storage Address:	Western MA Public Health Building
Telephone: 617-983-6500			

Description	Quantity	Age	Condition Code	Original Value	Dept. Inventory #

<b>Condition Code</b>	<b>Definitions</b>
A-1	New or unused property in excellent condition. Ready for use and identical or interchangeable with new items delivered by a manufacturer or normal source of supply.
A-2	New or unused property in good condition. Does not quite qualify for A-1 (because slightly shopworn, soiled, or similar), but condition does not impair utility.
A-3	New or unused property in fair condition. Soiled, shopworn, rusted, deteriorated, or damaged to the extent that utility is slightly impaired.
E-1	Used property, but repaired or renovated and in excellent condition.
E-2	Used property which has been repaired or renovated and while still in good condition, it has become worn from further use and cannot qualify for excellent condition.
E-3	Used property which has been repaired or renovated, but has deteriorated and is only in fair condition. Further repairs or renovation required or expected to be needed in near future.
O-1	Property which has been slightly or moderately used, no repairs required and still in excellent condition.
O-2	Used property more worn than O-1, but still in good condition with considerable use left before any important repairs would be required.
O-3	Used property which is still in fair condition and usable without repairs; however, somewhat deteriorated, with some parts (or portions) worn and which should be replaced.
R-1	Used property still in excellent condition, but minor repairs required. Estimated cost of repairs would cost no more than 10% of the acquisition cost.
R-2	Used property in good condition, but considerable repairs required. Estimated cost of repairs would be from 11% to 25% of acquisition cost.
S - Salvage	Personal property that has some value in its basic material content, but which is in such condition that it has no reasonable prospect for use for any purpose as a unit and its repair or rehabilitation for use as a unit is clearly impractical.
W - Worthless	Property that has no value at all.

\* Estimated Cost: Actual acquisition cost (original cost) or the agency surplus officer's best estimate of the acquisition cost.

Please Note: If you code items using the S or W condition code, please list this property on a separate DPGS-25 form.